



# Statewide Travel and Meeting Management Program

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

## Concur “Refresher” Online Travel Training

**September 24, 2013 ~ 2:00 p.m. - 3:30 p.m.**

**Who Should Attend:** Travel coordinators, travel program administrators, and frequent travelers **(New employees or new users)**

**What:** The training session will provide Concur online booking tool usage guidelines and updates

**Where:** Department of General Services, 707 3rd Street, Auditorium West Sacramento, CA 95605

**RSVP:** To attend the training session, please RSVP as early as possible to [cecilia.perezdunn@dgs.ca.gov](mailto:cecilia.perezdunn@dgs.ca.gov).

If you have additional questions or need information about this training, please contact Cecilia Perez Dunn at [cecilia.perezdunn@dgs.ca.gov](mailto:cecilia.perezdunn@dgs.ca.gov) or at 916.376.3975.